



Joint Parking / Off-Site Parking Plan Application

Louisville Metro Planning & Design Services

Case No.: _____ Intake Staff: _____

Date: _____ Fee: _____

Once complete, please bring the application and supporting documentation to Planning and Design Services, 444 South 5th Street, Suite 300. For more information, call (502) 574-6230 or visit <http://www.louisvilleky.gov/PlanningDesign>.

Project Information:

Application Type: ☐ Joint Parking Agreement ☐ Off-Site Parking Agreement

Application to allow parking spaces on _____
(address)

to be used for _____ on _____
(use) (address)

Project Name: _____

Proposed Use: _____ Existing Use: _____

The subject property contains _____ acres. Number of Adjoining Property Owners: _____

Has the property been the subject of a previous development proposal (e.g., rezoning, variance, appeal, conditional use permit, minor plat, etc.)? *This information can be found in the Land Development Report (Related Cases)*¹ ☐ Yes ☐ No

If yes, please list the docket/case numbers:

Docket/Case #: _____ Docket/Case #: _____

Docket/Case #: _____ Docket/Case #: _____

Contact Information:

Owner: ☐ *Check if primary contact*

Name: _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Primary Phone: _____

Alternate Phone: _____

Email: _____

Owner Signature (required): _____

Applicant: ☐ *Check if primary contact*

Name: _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Primary Phone: _____

Alternate Phone: _____

Email: _____

Attorney: ☐ *Check if primary contact*

Name: _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Primary Phone: _____

Alternate Phone: _____

Email: _____

Plan prepared by: ☐ *Check if primary contact*

Name: _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Primary Phone: _____

Alternate Phone: _____

Email: _____

Certification Statement: A certification statement **must be submitted** with any application in which the owner(s) of the subject property is (are) a limited liability company, corporation, partnership, association, trustee, etc., or if someone other than the owner(s) of record sign(s) the application.

I, _____, in my capacity as _____, hereby
representative/authorized agent/other

certify that _____ is (are) the owner(s) of the property which
name of LLC / corporation / partnership / association / etc.

is the subject of this application and that I am authorized to sign this application on behalf of the owner(s).

Signature: _____ Date: _____

I understand that knowingly providing false information on this application may result in any action taken hereon being declared null and void. I further understand that pursuant to KRS 523.010, et seq. knowingly making a material false statement, or otherwise providing false information with the intent to mislead a public servant in the performance of his/her duty is punishable as a Class B misdemeanor.

Please submit the completed application along with the following items:

Project application and description

- ☐ Land Development Report(s) for all properties included in the submittal¹
- ☐ A copy of the current recorded deed(s) for all properties included in the submittal² (*must show "End of Document" stamp on last page*)
- ☐ A detailed letter of explanation for the proposal, including:
 - 1) Square footages of buildings/uses
 - 2) Parking ratios, calculations of required parking, and amount of required parking for all lots
 - 3) All business hours
 - 4) Peak hours of businesses, if known

Site plan

- ☐ Two copies of the site plan, including the following elements:
 - 1) Property lines and addresses
 - 2) Building locations
 - 3) Street names
 - 4) Parking spaces, delineated for all sites
 - 5) Walking distances, shown between the project site and all other sites

Supplemental information

- ☐ For joint parking agreements only, a parking study in accordance with Section 9.1.17 of the Land Development Code
- ☐ An unsigned lease agreement (to be signed by all owners and recorded AFTER staff approval)
Planning and Design Services will provide template, if desired.

Fee (Cash, charge or check made payable to the Department of Codes & Regulations)

- ☐ Clerk's Fee: \$ 25.50
(If two or more applications are submitted simultaneously for the same site, only one Clerk's Fee is required.)

Resources:

1. Detailed instructions to obtain a Land Development Report are available online at:
<http://www.louisvilleky.gov/PlanningDesign/IWantTo/Find+a+Zoning+District.htm>
2. Deeds and plats can be found at the Jefferson County Clerk's Office, located at the 2nd floor of Metro Hall (527 West Jefferson Street, telephone: 502-574-6220). Many deeds, plats and other records are available online at:
<http://www.landrecords.jcc.ky.gov/records/S0Search.html>